

1. Click on this link to be taken directly to the 2015 4C & 4S Schedules [www.methodist.org.za/finance/2015](http://www.methodist.org.za/finance/2015)

**2015 4S and 4C schedules**

To find your circuit or society schedules:

1. click on the appropriate district link below - this will open up a folder on Google Drive
2. click on the correct circuit folder
3. download the appropriate 4S or 4C documents to your desktop (**to download, click on the download link [the downward-pointing arrow] at the top of the page**, otherwise the document will try to open in your browser window, which will make completing and saving it difficult.)
4. enter the password you have been given by your district treasurer to open and complete the forms.

- **District 1: Cape of Good Hope**
- **District 2: Grahamstown**
- **District 3: Queenstown**
- **District 5: Kimberley, Namibia and Bloemfontein**
- **District 6: Northern Free State and Lesotho**
- **District 7: Natal Coastal**
- **District 8: Natal West**
- **District 9: Central**
- **District 10: Highveld and Swaziland**
- **District 11: Limpopo**
- **District 13: Clarkebury**

2. When you click on your district number it will show all the Circuit numbers in the District.

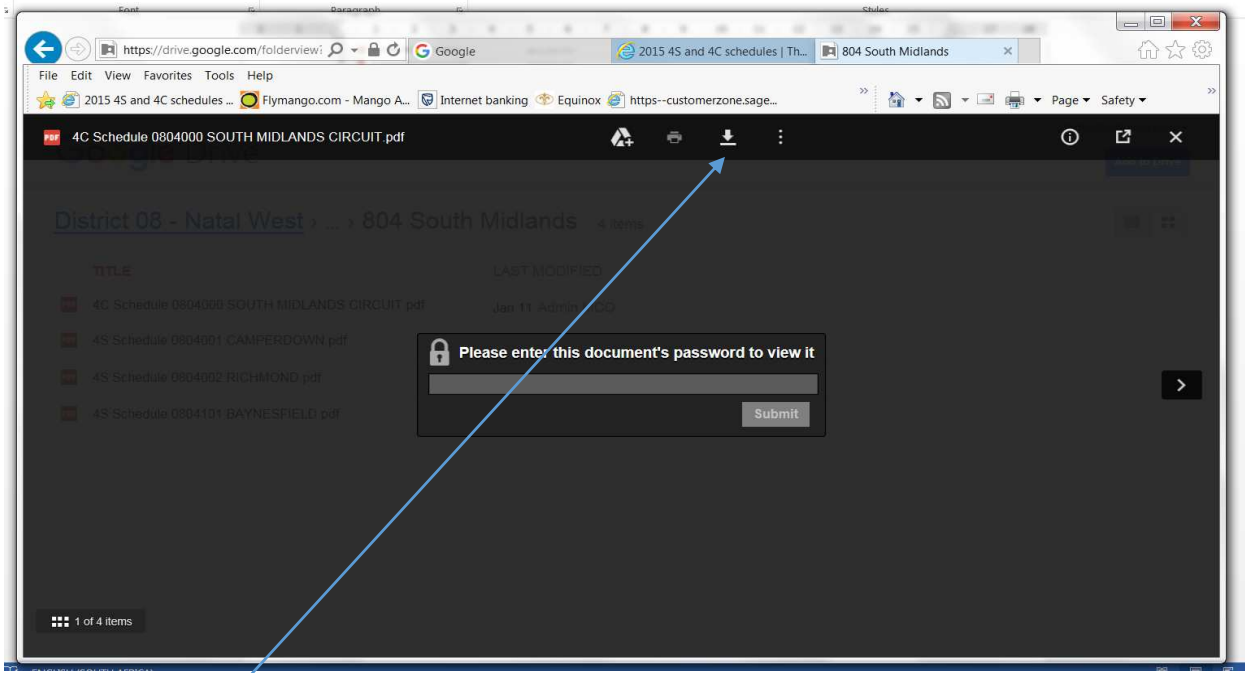
TITLE	LAST MODIFIED
800 District 8 Natal West	Jan 13 Admin MCO
801 Pietermaritzburg	Jan 13 Admin MCO
802 Pietermaritzburg & Howick	Jan 13 Admin MCO
803 Southdale	Jan 13 Admin MCO
804 South Midlands	Jan 13 Admin MCO
805 Edenvale	Jan 13 Admin MCO
806 South Coast Renishaw	Jan 15 Admin MCO
807 Harding	Jan 13 Admin MCO
808 Port Shepstone	Jan 13 Admin MCO

3. Click on your Circuit and it will show the 4C and all the 4S Schedules to be completed.

TITLE	LAST MODIFIED
4C Schedule 0804000 SOUTH MIDLANDS CIRCUIT.pdf	Jan 11 Admin MCO
4S Schedule 0804001 CAMPERDOWN.pdf	Jan 12 Admin MCO
4S Schedule 0804002 RICHMOND.pdf	Jan 12 Admin MCO
4S Schedule 0804101 BAYNESFIELD.pdf	Jan 12 Admin MCO

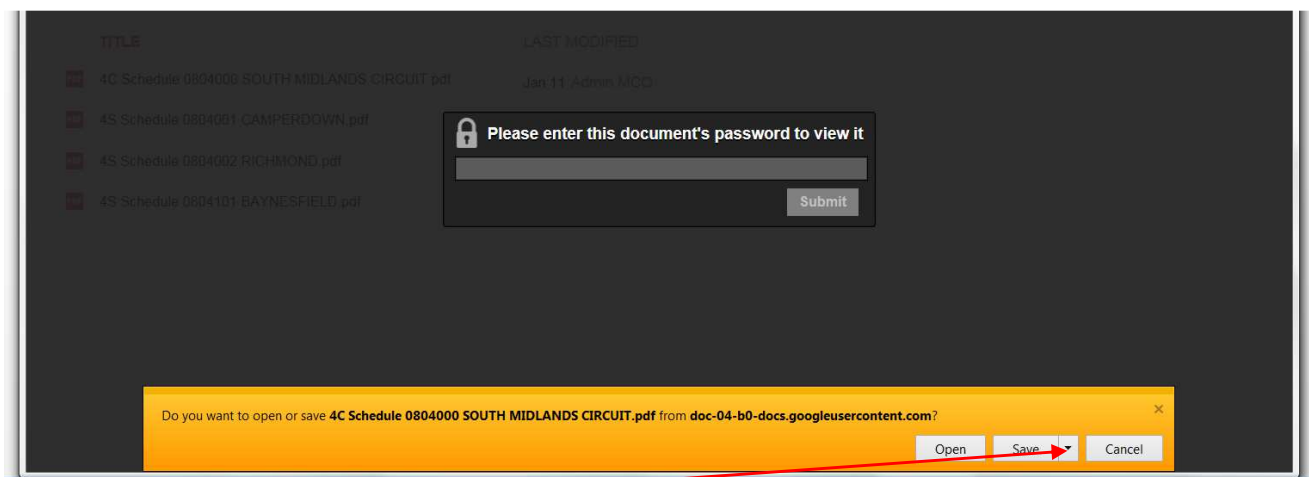
4. Click on the pdf schedule that you want to download.

5. The following screen will be displayed: **Do not enter the password yet!**

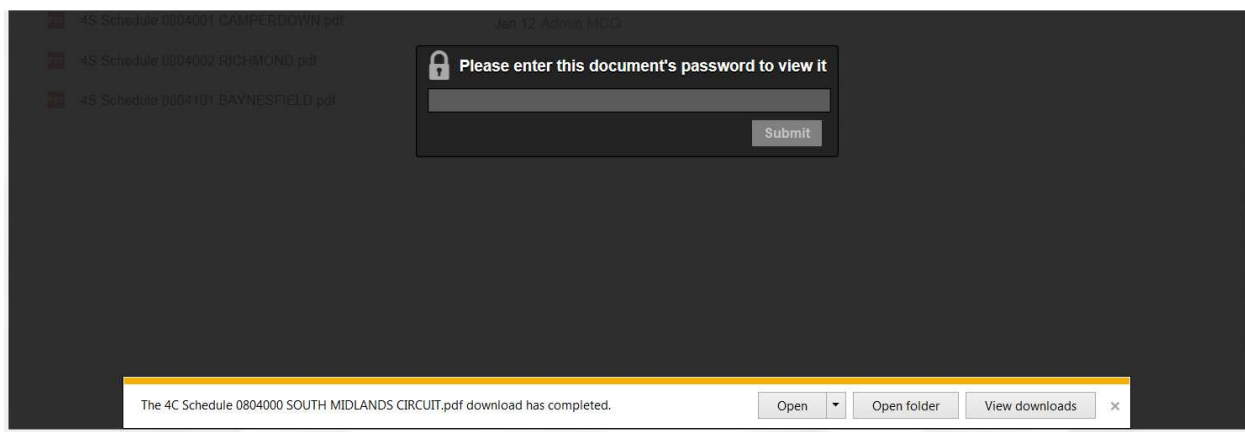


6. First click the **download arrow** to download the pdf document.

7. A message box will appear asking you to either open or save the file.



8. Click on the **Save, down arrow** (3 options: Save, Save As and Save & Open), select **Save As** and save the file where you can later open and work on it.



9. Once the pdf is downloaded and saved, you can either select **Open**, **Open folder** or **View downloads**.

10. Select **Open folder** and open the saved pdf file by entering the password you received.

**NB: Please ensure that you have the latest version of Adobe Reader installed on your computer.**